



**STATEMENT OF WORK
FOR
Embassy Compound Residences, Marine House
and Cafeteria Windows Cleaning Project**

13 May 2013

1. INTRODUCTION

- 1.1 The U.S. Embassy in Moscow [Embassy] has a requirement to wash and clean all exterior of the windows, not reachable from inside in the Embassy Compound Residences, Marine house and Cafeteria.

2. GENERAL REQUIREMENTS

- 2.1 The Contractor shall provide all labor, tools, materials, equipment, supervision and services, unless otherwise specified, to complete the work required herein. All the work and procedures shall be performed in conformity to the specifications and work requirements herein. All local labor standards for occupational safety and health apply to this contract.
- 2.2 Contractors shall provide personnel as needed to complete the services that meet the technical requirements in this Statement of Work [SOW].
- 2.3 The areas of effort (exterior of the windows and window frames not reachable from inside) will be shown to contractors during the site visit. The estimated areas are:
- Embassy Compound Residences 2,110 sqm
 - Cafeteria 71 sqm
 - Uncle Sam's bar 85 sqm
 - Marine House 209 sqm
 - *TOTAL area:* 2475 sqm

It is the contractor's responsibility to verify these areas before submitting their proposals.

3. PRE-CLEANING REQUIREMENTS

- 3.1 The Contractor shall insure that all personnel employed in the performance of this contract are qualified and possess the necessary licenses required in their respective trades.
- 3.2 The Contractor shall provide all the information about the tradesmen needed for the security office check.
- 3.3 The Contractor shall obtain all required licenses and permits at no additional cost to the Embassy.
- 3.4 The Contractor shall submit a proposal with a work schedule, setting forth date, time, contents of work, personnel and time line to completion in English for approval by the COR.

4. CLEANING REQUIREMENTS

- 4.1 All work, either in progress or in a completed state under this contract, shall be continuously protected by the Contractor against damage, and shall be so secured as to preclude any accident or damage to adjacent property or personnel, until turned over to and accepted by the Embassy.

- 4.2 The Contracting Officer (CO) may at any time, by written order, make changes in the drawings of this contract and within the general scope thereof. If such changes cause any increase in the amount due under this contract, or in the time required for its performance, the contract must be modified in writing. No changes in the scope of performance, or changes which result in cost increases, shall be valid without the expressed advance written approval of the Contracting Officer.

5. WORK SPECIFICATIONS

- 5.1 The Contractor shall perform the following services:
- 5.1.1 Wash and clean exterior of the windows and window frames using window cleaning solution and tools.
- 5.1.2 When completed the windows and frames shall be free of grease, smudges, scales, lint, or streaks from the surfaces.

6. UTILITIES

- 6.1 City water is available from the nearest to work area faucets at the work site. Water is provided at no cost to the Contractor during the work period. Water shall be utilized solely for the contracted work, never for the other purpose.

7. WORK SCHEDULE

- 7.1 The Contractor shall submit the work schedule to the COR for approval. No work on site shall be commenced without the COR's approval.
- 7.2 This service shall be provided within 25 calendar days after commencement of this contract.

END OF STATEMENT OF WORK